

TASFAA COMMITTEE DESCRIPTIONS

The following briefly describes the function of each TASFAA committee. The approximate number of members serving on each committee is identified in parenthesis.

Association Governance – Recommends policies concerning budget issues, provides counsel to the TASFAA President on the budget, oversees and annual audit, and monitors reserve funding. Drafts resolutions or changes to the bylaws as directed by the Executive Board, and presents them to the membership for vote. Works with the association's strategic oversight by setting goals, and striving to achieve them. Every five years, or so, the committee also updates the association's long-range plan. (6)

Electronic Services – coordinates the implementation and maintenance of the TASFAA web page, recommends activities to improve our electronic communications, and works with the program chairs in coordinating training sessions and demonstration workshops. (3)

Diversity Committee – Works with the program committee and Executive Board to bring opportunities to our membership to increase their awareness of the diversity that exists within our association and the population that we serve. (4)

Financial Aid Awareness – Coordinates all activities for Financial Aid Awareness Month (January). This includes setting up a committee with representatives from each district, contacting the Governor's office for a proclamation, developing activities and promotional activities to advance awareness in the general population of aid availability and the application process. Awards – Prepares and presents awards for length of service, special accomplishments, professional milestones and honors. This includes collecting nominations, working with the Executive Board on selection and purchasing the plaque or award token. Public Relations – Collects biographical information on board members, and coordinates announcements regarding elections, activities, etc. to the public. (8)

Government Relations – Responsible for keeping the membership apprised of federal and state legislative initiatives in order to recommend responses or action from the association. Notices to the officers and members can be sent through the newsletter, mail or email. (6)

Historical – Organizes and maintains the archives for the associations. Duties include maintenance of the President's Boards, Officer's Book and Scrapbook, collection of reports, pictures, paraphernalia, and other association information from members for the archives, and coordinating the storage and microfilming of records. (4)

Membership – Solicits membership for TASFAA through letters, articles, and advertisements, keeps the official membership database for the association, and coordinates conference registration with the association treasurer. Serves as editor for the annual Membership Directory. Also works with the Public Relations Chair and Computer Network Chair to provide up-to-date membership information for their publications. (4)

TASFAA Committee Descriptions, continued

Newsletter/Public Relations – Coordinates the publishing of three issues of *The Crossfeed*, TASFAA's newsletter. This includes collecting articles, letters, and reports from the association's officers and chairs, soliciting advertisements for each issue, formatting and editing issue, working with the printer on publication and mailing issues to current members. Also will include working with the Computer Network Chair to provide an electronic version of the newsletter. (1-4)

Nominations – Chaired by the Past President, this committee solicits nominations for the elected offices of the association, and coordinates the slate and election activities, including printing, mailing and counting ballots. (4)

Program – Coordinates the spring TASFAA conference. Activities include the selections of keynote and concurrent session speakers and coordination of social activities. (14)

Site Selection – Obtains bids or proposals for future conference sites, visits the sites, and negotiates a contract with the hotel chosen for meeting rooms, exhibit area, food services, hotel services, sleeping rooms, etc. (5)

Sponsorship Development – Serves as a liaison between contributors and the association, and works closely with the program committee in conference planning. Tasks include printing informational brochure, keeping in contact with contributors, recognizing contributors at conferences, assisting with door prizes. (3)

Training – Coordinates training opportunities for the associations members including the New Aid Officers Workshops, and keeps a schedule of other opportunities at the state, regional and national levels. (6)

TSAC Advisory – Chaired by the Past President, this committee is responsible for advising the TSAC Board on actions to be taken regarding the state's scholarship, grant, loan and work programs. (15 – multi-year members so typically 5 chosen per year).